

INTRODUCTION

1. This Emergency Manual is intended to provide Office of Logistics personnel essential guidance and appropriate contact information needed in handling situations covering natural, special, personnel, and building emergencies.
2. The key to the use of this Emergency Manual is the Emergency Matrix (Blue Tab). It identifies emergencies generically and specifies the immediate actions that should be taken in response.
3. Behind each White Tab is the essential guidance needed in handling such special operations as weather emergencies, emergency action during nonduty hours, OL crisis support, and building emergencies.
4. Lists of emergency contacts for GSA-leased and direct-leased Agency-occupied buildings in the Metropolitan Washington Area may be found behind the Red Tabs.
5. Behind the Green Tabs is additional information on each Agency-occupied building in the Metropolitan Washington Area.

Revised June 1988

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OFFICE OF LOGISTICS (OL) EMERGENCY MANUAL - TABLE OF CONTENTS

| | | |
|-----|---|-----------|
| I. | OL EMERGENCY GUIDELINES (MATRIX) | Blue Tab |
| | Emergency Contacts | i - v |
| | Special Emergencies | |
| | Personnel Emergencies | |
| | Weather Emergencies | |
| | Building Emergencies | |
| | Alphabetical Listing Emergency Contacts | vi - vii |
| II. | EMERGENCY PROCEDURES | White Tab |
| | Personnel Emergencies - Notification of Appropriate Officials during Nonduty Hours | 1 |
| | Emergency Action during Nonduty Hours [REDACTED] | 2 |
| | On-Call Officials of the Office of Logistics [REDACTED] | 3 |
| | Weather Emergencies - General | 4 |
| | Communications | 4a |
| | Weather Information | 4b |
| | Emergency Transportation Plan | 4c |
| | Emergency Supplies | 4d |
| | Emergency Use of Headquarters Cafeteria | 4e |
| | Non-Agency 24-Hour Duty Offices | 4f |
| | Essential Courier Service | 4g |
| | Emergency Equipment List | 4h |
| | Weather Emergencies during Duty Hours | 5 |

ADMINISTRATIVE - INTERNAL USE ONLY

White Tab

| | |
|--|-----|
| Weather Emergencies during Nonduty Hours | 6 |
| Snow and Ice Removal - Headquarters | 7 |
| Snow and Ice Removal - Outlying Buildings - [REDACTED] | 8 |
| Access to Headquarters Garage during Nonduty Hours | 9 |
| Building Emergencies - Headquarters | 10 |
| Fire; Fire Evacuation Procedures - Headquarters and Printing and Photography Buildings | 10a |
| Elevator Malfunction | 10b |
| Food/Water Contamination | 10c |
| Safety Hazard | 10d |
| Smoke/Toxic Fumes | 10e |
| HVAC, Domestic Water, Mechanical System Problems | 10f |
| Power Outage | 10g |
| Major Catastrophe | 10h |
| Building Emergencies - Outlying Buildings | 11 |
| [REDACTED] | 11a |
| Elevator Malfunction | 11b |
| Food/Water Contamination | 11c |
| Safety Hazard | 11d |
| Smoke/Toxic Fumes | 11e |
| HVAC, Domestic Water, Mechanical System Problems | 11f |
| Power Outage | 11g |
| Major Catastrophe | 11h |

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III. EMERGENCY CONTACTS

Red Tab

| | |
|--|---|
| Headquarters 24-Hour Duty Offices | 1 |
| Headquarters Maintenance Number | 2 |
| GSA Emergency Contacts during Nonduty Hours and Buildings Directory | 3 |
| Emergency Contacts at Outlying Buildings and Addresses of Buildings | 4 |
| Essential Employee Personnel Roster, Office of Logistics | 5 |

IV. BUILDING DETAILS

Green Tab

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EMERGENCY CONTACTS

1. The following are emergency contacts to be called in response to certain emergencies. They are not necessarily listed in priority order. Individual judgment and discretion must be exercised in calling the contacts and in performing and expanding on the emergency actions outlined under the White Tabs.
2. During normal duty hours, in general, take all actions indicated under the White Tabs, at the time of the emergency unless otherwise noted.
3. During nonduty hours, see Emergency Action during Nonduty Hours (White Tab 2) in addition to the specific emergency procedures listed under the other White Tabs.

Telephone Numbers
Non-secure Secure

SPECIAL EMERGENCIES

Bomb Search, Bomb Threat, Robbery, Suspect Package,
Terrorist Threat, Terrorist Attack

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Medical Evacuation

Clinical Activities Division, OMS - HQ

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

Telephone Numbers
Non-secure Secure

PERSONNEL EMERGENCIES

Auto Accident on Headquarters Compound

Security Duty Office
Chief; FMD/OL
Clinical Activities Division, OMS - HQ

Death of an Agency Employee

Security Duty Officer
Safety Division, OMS
Office of Director of Logistics

Missing Person

Security Duty Office
Office of Director of Logistics

Death on Agency Premises

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
Safety Division, OMS

Injury on Agency Premises

Security Duty Office
Safety Division, OMS
Chief, FMD/OL - HQ
Chief EBOB/RECD/OL - Outlying Buildings*
Clinical Activities Division, OMS - HQ

Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

Telephone Numbers
Non-secure Secure

WEATHER EMERGENCIES

Snow/Ice, Lightning, Flood, Hurricane, Tornado

STAT

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

BUILDING EMERGENCIES

Fire/Building Fire Alarm

Security Duty Office
Chief, Fire Protection Branch/SD/OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Elevator Malfunction

Security Duty Office
Deputy/Operations, FMD/OL - HQ
Allied Service Call Coordinator
Safety Division, OMS
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

Telephone Numbers
Non-secure Secure

STAT

Food/Water Contamination

Security Duty Office
Chief, Occupational Health Br./SD/OMS
Deputy/Operations, FMD/OL - HQ
Allied Service Call Coordinator
GSI Cafeteria Manager (White Tab 4e)
Chief EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services
Office of Director of Logistics

Major Catastrophe

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
Safety Division, OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Safety Hazard

Security Duty Office
Safety Division, OMS
Chief, FMD/OL - HQ
Deputy/Operations, OL/FMD
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Smoke/Toxic Fumes

Security Duty Office
Chief, Occupational Health Br./SD/OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

Telephone Numbers
Non-secure Secure

STAT

Burst Water/Steam Pipe

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Power Outage

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

- *For Outlying Buildings also call:
- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
 - (b) Security Protective Officer for building (Green Tab).

ALPHABETICAL LISTING - EMERGENCY CONTACTS

| | | Telephone Numbers | |
|------|--|-------------------|---------------|
| | | <u>Non-secure</u> | <u>Secure</u> |
| STAT | Building Engineer, Manager, or Proprietor | (Red Tab 4) | |
| | Executive Assistant, DDA | <div></div> | |
| | GSA Regional Emergency Control Center | (202) 472-1111 | |
| STAT | GSI Cafeteria Manager (White Tab 4e) | <div></div> | |
| | Office of Logistics (OL) | | |
| | Agency Contracts Group | | |
| | Building Services Branch, OL/FMD | | |
| STAT | <div></div> | | |
| | Deputy/Operations, OL/FMD | | |
| | Deputy/Services, OL/FMD | | |
| | Director of Logistics | | |
| | External Buildings Operations Branch, OL/RECD | | |
| | Facilities Management Division (FMD) | | |
| | Headquarters Division, OL/P&PG | | |
| | Information and Management Support Staff | | |
| STAT | <div></div> | | |
| | Mail and Courier Branch, OL/FMD (After hours) | | |
| | Motor Pool Branch, OL/FMD | | |
| | Personnel and Training Staff | | |
| | Printing and Photography Group | | |
| | Procurement Management Staff | | |
| | Real Estate and Construction Division (RECD) | | |

Telephone Numbers
Non-secure Secure

STAT Office of Logistics (continued)
 Security Staff
 Supply Division

 Office of Medical Services
 Clinical Activities Division, OMS - HQ
STAT
 Director of Medical Services
 Safety Division, OMS
 Fire Protection Branch
 Occupational Health Branch

 Office of Security
 Security Duty Office

 Ogden-Allied Service Call Coordinator

 Otis Elevator Company

683-8440

Note: See Red Tab 1 for Headquarters 24-Hour Duty Offices.

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WEATHER INFORMATION

STAT A National Weather Service machine is located at the Central Service Call Desk, Room GC04 Headquarters. The Service Call Coordinator may be reached on

1. Weather Reports

- a. Radio-WAVA (FM 105.1 MC and AM 780 KG) - 24-hour weather information broadcast twice every half hour on 162.55 (VHF-FM)
- b. C&P Telephone Company Recording 936-1212
- c. Washington National Airport Control Tower 557-2760
- d. Andrews Air Force Base 981-9111
- e. Federal Aviation Administration (FAA) 426-4000
- f. National Weather Service (daytime) 471-1741
(24-hour) 899-3420
- Severe Weather Branch 427-8090

2. Road Information

- a. American Automobile Association 222-9000
- b. District of Columbia (Snow Emergency Ctr) 727-5795
 - (1) Director, Department of Public Works 939-8000
 - (2) Traffic Engineering & Operation 727-5762
- c. Virginia Department of Highways
 - (1) Arlington County 845-7630
 - (2) Fairfax County 359-1100
 - (3) City of Alexandria, Police Department 838-4444
- d. Prince Georges County and Montgomery County, Maryland 345-7100

- 3. Civil Service - Early Dismissal 632-6266

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EMERGENCY SUPPLIES

OL/FMD has arranged to support 1,000 people with cots, blankets, disposable linens, and long-range patrol rations for a 4-day period. The supplies will be kept in locked boxes under the jurisdiction of the Building Services Branch (BSB), OL/FMD, and distributed as necessary in emergency situations.

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